



BOARD OF SELECTMEN
Meeting Minutes
March 31, 2014

Approved: June 2, 2014

PRESENT: Vincent Amoroso, Chair; Robert Stemple, Clerk; Les Fox, Member; Raid Suleiman, Member and Jim Gorman, Member

ALSO PRESENT: Selina Shaw, Town Administrator

EXECUTIVE SESSION

- At 7:00 PM Chair Amoroso moved to adjourn to executive session to consider the purchase of real estate and to conduct a strategy session in preparation for negotiations with non-union personnel (Fire Chief and DPW Director), and to reconvene in open session to continue the regular business on the agenda at 7:30 PM in the Grange meeting room. He further noted that with respect to the purchase of real estate an open meeting would have a detrimental effect on the negotiating position of the Selectmen. Seconded by Member Fox. **Approved 5-0 by a roll call vote: Gorman, aye; Stemple, aye; Fox, aye; Suleiman, aye; and Amoroso, aye.**

Chair Amoroso reconvened the meeting in Open Session at 7:39 P.M. in the Grange Meeting Room of Town Hall.

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

ALSO PRESENT: Cheryl Mahoney, Department Assistant

ANNOUNCEMENTS

Chair Amoroso read the announcements.

APPOINTMENTS

The Board took Agenda Items #4 c, d & e, out of order.

- Recreation Comm. Co-Chair, Abby Reip was present to introduce Megan Connor as candidate for appointment to the Recreation Commission. The Selectmen thanked her for volunteering. Connor discussed her time in town and her wish to get more involved. Further to the recommendation of the Recreation Commission, Member Suleiman moved to approve the appointment of Megan Connor to the Recreation Commission to complete the unexpired term of Carol Zeroual, effective immediately through June 30, 2015. Seconded by Member Stemple. **Approved 5-0.**
- Housing Board Chair, Al Murphy was present to introduce Michael Fetterman, candidate for appointment to the Boxborough Housing Board. Murphy explained that Fetterman has been serving on the Stow Rd. Concept Development Comm. for several years, so he has become familiar with the Town's housing concerns. The Selectmen thanked Fetterman for taking on this additional responsibility. Further to the recommendation of the Boxborough Housing Board, Member Fox moved to approve the appointment of Michael Fetterman to the Boxborough Housing Board to complete the unexpired term of Jeffrey Handler effective immediately through June 30, 2016. Seconded by Member Stemple. **Approved 5-0.**
- Citizens concerns – Kathy Luce, Karen Argento & Brenda Smith were present on behalf of the Blanchard PTF to discuss the Town's Public Safety vehicle "ride-a-longs" policy and to request a possible exception. In years past the PTF has auctioned off "rides" in public safety vehicles to school and as part of the Fifer's Day parade. These rides, generously donated by the Police and Fire departments would no longer be allowed under the current policy. Not only are these rides popular with the kids; they are also one of the PTF's biggest fund raisers. They are here tonight to see if an exception could be made for these events. The Selectmen provided background and rationale regarding why this policy was approved last year. The Selectmen noted that this type of circumstance was not considered when the policy was enacted. Police Chief Ryder was present and provided his input.

The Selectmen invited the parents to submit a written statement to them supporting this proposal so this item could be placed on an upcoming BoS agenda.

- Police Chief Warren Ryder was present to continue discussion as to Public Safety/DPW communications infrastructure needs and related Town Meeting articles. Based on the Selectmen's feedback Chief Ryder presented a revised break-out as to the proposed numbers, specifically regarding the DPW component. There was a discussion on the benefits of integrating DPW into this project. DPW currently relies on cellphone/walkies. However, it has been observed that first responders (& auxiliary services such as DPW) can not rely upon these devices during emergency events (i.e. Marathon Bombing and significant weather events). Historically there has never been a major emergency when DPW has not been involved. There was discussion as to some of the components of the proposal. Some of the replaced Police Dept. equipment could be repurposed for the DPW to use. There was discussion as to the proposed timeline for this project. It was determined that funding the balance of the DPW component could be deferred to next year. Chair Amoroso moved to recommend that the Town adopt the overall budget \$415,194 for this article and to prepare the DPW for a future upgrade. Seconded Member Stemple. **Approved 5-0.**
- Patrick McIntyre was present as a candidate for appointment as Town Treasurer. TA Shaw reviewed the selection process and McIntyre's background. She further explained that McIntyre has agreed to serve as Assistant Treasurer from May 1st through May 31st so he can work with Treasurer Dennehy in order to be trained as to operations. TA Shaw further noted that pursuant to Mass. General Law Treasurer Dennehy would be the one appointing McIntyre as Assistant Treasurer with the Selectmen's approval. McIntyre answered the Selectmen's questions and provided additional information. Further to the recommendation of the Town Administrator and the Treasurer Search team, Member Stemple moved to appoint Patrick McIntyre as Town Treasurer for a term starting May 31, 2014 through June 30, 2015 and further to approve his appointment as Assistant Treasurer by Town Treasurer Margaret Dennehy for a term commencing May 1 through May 30, 2014. Seconded by Member Fox. **Approved 5-0.**

The Board took Agenda Items #6 and #8 a & b, out of order.

SELECTMEN REPORTS

- Member Fox reported that pursuant to Chair Amoroso announcement the new website is up and under a new domain. He also reported that recently there were issues with the Town's email server. When things are more settled Guardian would like to come in and report on the IT projects underway in Town.
- He also reported that he and TA Shaw have met with Littleton Cable representatives about retaining them to broadcast this year's Town Meeting and toured their facility in Littleton. It was a very productive meeting. Along with discussing the proposal to broadcast Town Meeting they also held an initial discussion on Littleton Cable providing recommendation as to possible upgrades to Boxborough's current broadcast systems and hardware. He confirmed that there will be a cost to hire them to broadcast Town Meeting, however, these costs are manageable and would be paid out the cable funds.
- Members Stemple and Suleiman noted that they had no updates to provide.
- Chair Amoroso reported that there has been additional communication with owner of parcel adjoining the Police Station parcel and he believes they have reached a conclusion. He will expand on this during the review of the warrant articles.
- He also reported that he attended the Saturday morning FinCom meeting during which the FY 15 budget & the FinCom recommendations were reviewed.
- Chair Amoroso also reported that TA Shaw has received communications from Lincoln regarding the Lincoln Town Meeting action to defer a vote on the Minuteman District amendment article.
- Member Gorman reported that he has met with Chief White to discussed personnel items and the various public safety articles.

NEW BUSINESS

- TA Shaw advised that Elizabeth Hughes has tendered her resignation as Town Planner. Hughes as taken a position with the Town of Concord but had agreed to remain in Boxborough on a part-time basis through Town Meeting. The Selectmen expressed their gratitude for Hughes' hard work, dedication and service on behalf of Boxborough over the years. Member Fox moved to accept with deep regrets the resignation of Town Planner Elizabeth Hughes, effective May 16, 2014. Seconded by Member Suleiman. **Approved 5-0.**

- Based on this development TA Shaw advised the Selectmen that she would like to establish a search team so the Town Planner position can be filled. She advised as to the steps taken to date to fill the position and the intended process and procedure going forward. Member Fox moved to support the Town Administrator's proposed plan for moving forward with search process to fill the upcoming vacancy in the office of the Town Planner. Seconded by Member Stemple. **Approved 5-0.**

MINUTES

- Member Gorman moved to accept the minutes for the regular session of March 17, 2014, as revised and the executive session of March 17, 2014, as written. Seconded by Member Stemple. **Approved 5-0.**

NEW BUSINESS

- The Selectmen took up the request of the Acton Boxborough Cultural Council (ABCC) to serve wine at the ABCC's annual grant reception (4/4/14). Member Stemple moved to authorize the Acton Boxborough Cultural Council to serve wine at its 2014 annual grant reception, being held at the Sargent Memorial Library on April 4, 2014, subject to the conditions specified on the application, and further, to waive the fee. Seconded by Member Fox. **Approved 5-0.**
- The Selectmen took up several Reserve Fund Transfer requests:
 - ◇ Assessor Conferences – The new Assessor had to attend several conferences/meetings that were not anticipated when the Assessor's FY 14 budget was approved. Member Gorman moved to forward to the Finance Committee for approval the request to transfer \$700 from the Reserve Fund to 001-141-5700-5715 Assessor Conferences. Seconded by Member Stemple. **Approved 5-0.**
 - ◇ Computer Hardware and Software – This was necessitated by Microsoft's announcement that they would no longer be providing "XP" support as of April. A significant number of the Town's computers are running on XP. The IT vendor has suggested that the initial install could be done along with the server upgrade project. The replacement schedule was reviewed. There was discussion as to using an RFT for this initial upgrade/installation as opposed to a Town Meeting article. The balance of this upgrade/installation project is being handled within a Town Meeting article. Member Fox moved to forward to the Finance Committee for approval the request to transfer \$23,000 from the Reserve Fund to 001-192-5800-5856 Town Hall Technology Related. Seconded by Member Suleiman. **Approved 4-1.**
 - ◇ Board of Selectmen Consulting – This was for the unanticipated costs to retain consulting engineering services associated with subdivision of the Boxborough municipal and school land as part of the A-B Regionalization process. Member Suleiman moved to forward to the Finance Committee for approval the request to transfer \$2,327 from the Reserve Fund to 001-122-5200-5306 Board of Selectmen – Consulting. Seconded by Member Stemple. **Approved 5-0.**

OLD BUSINESS

- The Selectmen took up the Special/Annual Town Meeting warrant articles – final votes and the signing of the warrant. Discussion opened with a review of articles & recommendations.

SPECIAL TOWN MEETING

1.	LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER	
2.	MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE	It was moved and seconded to recommend the sum of \$38,900, more or less, to fund the 1 st years of this CBA. Approved 4-0-1 (Suleiman abstained)
3.	TRANSFER FROM INSURANCE PROCEEDS	This is pro-forma. Selectmen support.
4.	FUND PROPOSED FY 2014 PERSONNEL CLASSIFICATION PLAN	There have been revisions. Chair Amoroso moved to moved to approved revisions to recommendation, as presented tonight. Seconded by Member Stemple. Approved 4-1.

ANNUAL TOWN MEETING

1.	CHOOSE TOWN OFFICERS	No recommendation required
2.	RECEIVE REPORTS	No changes.
3.	SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS	No changes.
4.	PERSONNEL ADMINISTRATION PLAN CHANGES	Language to be revised. Chair Amoroso moved to approve revisions to recommendation, as further revised tonight. Seconded by Member Stemple. Approved 4-1.
5.	TOWN OPERATING BUDGET	Awaiting FinCom's final budget. Vote deferred until later in agenda.

6.	AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT	Chair Amoroso moved to revise recommendation, as presented tonight [new graphic]. Seconded by Member Stemple. Approved 5-0.
7.	WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT	Chair Amoroso moved to recommend, as written. Seconded by Member Suleiman. Approved 5-0.
8.	ACCEPTANCE OF THE COMMUNITY PRESERVATION ACT - CH. 44B §§3 – 7	Member Fox moved to recommend, as revised. Seconded by Member Suleiman. Approved 4-1.
9.	BYLAW TO ESTABLISH COMMUNITY PRESERVATION COMMITTEE	Town Counsel has proposed revisions to article. Other revisions were also discussed. Member Stemple moved to accept and place on the warrant the article, as revised by Town Counsel and further by Chair Amoroso. Seconded by Member Suleiman. Approved 5-0. Member Stemple moved to recommend, as revised. Seconded by Member Suleiman. Approved 4-1.
10.	DISPOSITION OF 72 STOW ROAD PROPERTY	Member Fox moved to accept and place on the warrant the article, as revised by Town Counsel. Seconded by Member Gorman. Approved 5-0. Member Fox moved to recommend, as written. Seconded by Member Suleiman. Approved 5-0. Member Fox has discussed the mechanics of this with FinCom.
11.	TRANSFER TO STABILIZATION FUND**	Chair Amoroso moved to recommend, as written. Seconded by Member Fox. Approved 5-0.
12.	TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**	Chair Amoroso moved to recommend, as written in warrant. Seconded by Member Fox. Approved 5-0.
13.	GASB 45 ACTUARIAL CONSULTANT**	Chair Amoroso moved to recommend, as written in warrant. Seconded by Member Stemple. Approved 5-0.
14.	TRANSFER & APPROPRIATION OF BLANCHARD MEMORIAL SCHOOL RESOLVING FUND BALANCES **	Chair Amoroso moved to accept and place on the warrant the article, as revised by Town Counsel and further tonight. Seconded by Member Gorman. Approved 5-0. Member Stemple moved to recommend, as revised. Seconded by Member Suleiman. Approved 5-0.
15.	TRANSFER OF BLANCHARD MEMORIAL SCHOOL GIFTS & GRANTS TO ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT. **	Chair Amoroso moved to recommend, as written in warrant. Seconded by Member Stemple. Approved 5-0.
New 16.	TRANSFER UNEXPENDED BALANCES IN PRIOR YEAR ARTICLES** <i>[This is “book-keeping” function as regionalization moves forward. There is still money in these articles. This Article is to insure that any unexpended funds would come back to town once work is completed. If not in place, any unexpended funds would belong to the A-B Region.]</i>	Chair Amoroso moved place on the warrant and to recommend, as written, pending review by Town Counsel. Seconded by Member Stemple. Approved 5-0.
16.	RESCIND UNUSED BORROWING AUTHORITY**	Chair Amoroso moved to recommend, as written in warrant. Seconded by Member Gorman. Approved 5-0.
18.	DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**	Table of several revolving accounts was reviewed. Same structure as prior years. Chair Amoroso moved to recommend, as written. Seconded by Member Gorman. Approved 5-0.
19.	ESTABLISH REVOLVING FUND FOR GENERAL RECREATION PROGRAMS**	Chair Amoroso moved place on the warrant as written. Seconded by Member Suleiman. Approved 5-0. Chair Amoroso moved to recommend, with presented revisions. Seconded by Member Stemple. Approved 5-0.

Moved To Consent Now 30.	ESTABLISH REVOLVING FUND - ANIMAL CONTROL OFFICER-DOG/CATS**	Revisions to article were presented and discussed. Member Fox moved to place on warrant, as amended and pending the naming of the IMA communities and further to place this article on under the consent agenda. Seconded by Member Suleiman. Approved 5-0. Chair Amoroso moved to recommend, as presented. Seconded by Member Stemple. Approved 5-0.
Moved To Consent Now 31.	CONSERVATION TRUST FUND**	Chair Amoroso moved to recommend, as written in warrant. Seconded by Member Gorman. Approved 5-0.
21.	CAPITAL EQUIPMENT, VEHICLES AND INFRASTRUCTURE	Chair Amoroso moved to recommend, as presented. Seconded by Member Stemple. Approved 5-0.
	A. Town Hall Attic Insulation	
	B. Town Hall Carpet Replacement	
	C. Town Hall Grange Meeting Room Improvements	
	D. Town-wide Computer Replacement & Software Upgrade	
	E. Library – HVAC Control System Upgrade	
	F. Steele Farm – Repairs to Barn	Chair Amoroso moved to recommend, as revised. Seconded by Member Stemple. Approved 5-0.
22.	STUDIES AND INITIATIVES	
	A. Town Clerk - Record Books Conservation	
	B. Planning Board – Update Master Plan	
	C. Public Safety – Space Needs Analysis	
	D. Recreation Commission - Survey and Design of Basketball and Tennis Courts at Liberty Fields	
	E. Steele Farm Management Plan	
23.	CAPITAL IMPROVEMENT – ASPHALT PAVING – TOWN HALL, DPW AND HISTORICAL MUSEUM	Chair Amoroso moved to recommend, as presented. Seconded by Member Stemple. Approved 5-0.
24.	CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS – FIRE DEPARTMENT	Chair Amoroso moved to recommend, as revised. Seconded by Member Stemple. Approved 5-0.
25.	PUBLIC SAFETY/DPW RADIO SYSTEM UPGRADE	Chair Amoroso moved place on the warrant as revised tonight and to revise recommendation accordingly. Seconded by Member Stemple. Approved 5-0.
26.	CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF FIRE DEPARTMENT BRUSH TRUCK	Chair Amoroso moved to recommend, as presented. Seconded by Member Stemple. Approved 5-0.
27.	CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF DPW (2001) DUMP TRUCK – Multi body truck	Chair Amoroso moved to recommend, as written in warrant. Seconded by Member Suleiman. Approved 5-0.
28.	ACQUISITION OF PROPERTY – 530 MASSACHUSETTS AVENUE	Awaiting Town Counsel’s final language and legal description. Chair Amoroso moved to place this article on warrant, as revised tonight and pending Town Counsel’s final language. Seconded by Member Gorman. Approved 5-0. Chair Amoroso moved to recommend, as presented. Seconded by Member Fox. Approved 5-0.
29.	ACQUISITION OF PROPERTY – 593 MASSACHUSETTS AVENUE	Chair Amoroso moved to strike this article and remove from warrant. Seconded by Member Suleiman. Approved 5-0.
Now 20.	COST OF BOND ISSUANCE	Chair Amoroso moved to support article as written in warrant. Seconded by Member Stemple. Approved 5-0. Recommendation was not assigned. Chair Amoroso moved to recommend. Seconded by Member Stemple. Approved 5-0.
Now 32.	PILOT PROGRAM – COMMUNITY SERVICES COORDINATOR	Article has been voted. Chair Amoroso moved to recommend, as written in warrant. Seconded by Member Gorman. Approved 5-0.

Now 21.	EXPANDED VETERANS SERVICES	Member Gorman moved place article on the warrant, as revised. Seconded by Member Stemple. Approved 5-0. Member Fox moved to recommend as written in warrant. Seconded by Chair Amoroso. Approved 5-0.
33.	ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES, AND TO DELETE SECTION 7900	N/A
34.	ZONING BYLAW AMENDMENT – AMEND SECTIONS 6104 AND 6105 PRIVATE/Common DRIVEWAYS	N/A
35.	ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT	N/A
36.	SUBMITTED BY PETITION - TAX RELIEF FOR BOXBORO SENIORS AGE 65 AND OLDER##	Chair Amoroso moved to revise the Selectmen's recommendation regarding this article. Seconded by Member Stemple. Approved 5-0.
37.	SUBMITTED BY PETITION - TOWN RESIDENTS VOTING FOR TAX COLLECTOR VS SELECTMEN APPOINTING SOMEONE OF THEIR CHOICE.##	Chair Amoroso moved to recommend, as written in warrant. Seconded by Member Suleiman. Approved 5-0.

At 10:39 PM Members of FinCom came in and reported on status of the FinCom's warrant article voting.

38.	ACCEPTANCE OF LIBERTY SQUARE ROAD FIRE CISTERN EASEMENT**	Chair Amoroso moved to recommend, as amended. Seconded by Member Gorman. Approved 5-0.
39.	PERSONAL REAL ESTATE EXEMPTIONS**	This is a pro forma annual renewal. Member Gorman moved to recommend, as presented. Seconded by Member Suleiman. Approved 5-0.
40.	CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**	This is a pro forma annual renewal. Chair Amoroso moved to recommend, as written in warrant. Seconded by Member Gorman. Approved 5-0.

Selectmen signed warrant.

- Though not on agenda, the Selectmen took up the re-appointment of Veterans Agent, Don Morse. Member Gorman moved re-appoint Donald Morse as Veterans Agent for a term commencing April 1, 2014 and ending on March 31, 2015, or until a successor is appointed by this Board. Seconded by Member Stemple. **Approved 5-0.**

The Selectmen took a 5 minutes break.

- The Selectmen reconvened and took up their final votes on the FY 2015 budget. They reviewed the budget summary and no line items were identified as needing further discussion. Total FY 15 budget is \$17,931, 242, down by 8.73%. It was noted that the major cause of this decrease was the school regionalization which in turn impacts other budget lines (i.e. employee benefits & debt services). There was also discussion on tax rate calculation; anticipating a reduction to the tax levy in FY 15 of 2.47% which should result in a \$17.25 rate. Chair Amoroso moved to approve a Total FY 15 budget of \$17,931, 242, detailed in the financial model and presented as Rev.10 03312014, FY 2015 Budget. Seconded Member Fox. **Approved 5-0.** It was noted that this is budget that the Selectmen are supporting, and these numbers may be different from those determined by the Finance Committee.

5.	TOWN OPERATING BUDGET	Chair Amoroso moved to recommend the foregoing budget, but Selectmen reserve the right to amend. Seconded by Member Gorman. Approved 5-0.
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ADJOURN

At 11:15 PM, Member Gorman moved to adjourn. Seconded by Member Stemple. **Approved 5-0.**